

Definitions

Adjunctive Eligibility – automatic WIC income eligibility for recipients of Food Stamps, TANF or Medicaid and certain family members.

American Indian or Alaska Native – a person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.

Applicant – a pregnant, breastfeeding or postpartum woman; infant; or child who is applying to receive WIC Program benefits – includes individuals who are subsequently applying after the expiration of a certification period.

Asian – a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.

Assessment – the process of determining a person's nutritional eligibility for WIC based on information obtained from anthropometric measurements, biochemical laboratory tests, dietary and health history.

Black or African American – a person having origins in any of the black racial groups of Africa. Terms such as “Haitian” or “Negro” can be used in addition to “Black or African American.”

Breastfeeding - cost category used for budgeting all costs expended for promotion and support of breastfeeding. Examples include salary/benefits of WIC staff who plan or conduct educational and other services to promote or support breastfeeding and to encourage the continuation of breastfeeding.

Also included is the cost to develop/procure, print and distribute educational materials related to breastfeeding promotion and support, clinic space devoted to breastfeeding educational and training activities including space set aside for nursing.

Breastfeeding Coordinator – a staff person who is designated to be responsible for the coordination of breastfeeding activities.

Breastfeeding Woman – a woman, up to one year postpartum, who is breastfeeding or expressing milk at least once a day.

Caseload – the number of persons certified eligible and receiving benefits in the WIC Program at a given point in time.

Categorical Eligibility – meeting the definitions of pregnant women, breastfeeding women, postpartum women, infants or children.

Certification Expiration Date – the last day of the certification period and the last day the participant may receive food instruments.

Children – persons who have had their first birthday, through their fifth birthday.

Client – any WIC Program participant.

Client Information – information provided by an applicant or participant and that based on direct observation.

Client/Participant Services – cost category used for budgeting all costs expended to deliver food and other participant services and benefits.

Examples include WIC staff salaries/benefits to conduct diet and health assessments required in the certification process, to issue food instruments and explain their use, to participate in activities which promote a broader range of health and social services for participants and to conduct and participate in surveys/studies which evaluate the impact of WIC on its participants.

Also included is the cost of medical supplies and equipment necessary to conduct diet and health screenings required in the certification process.

Clinic – the point of service, or site where WIC participants receive services. The facility must meet the following criteria:

- have sanitary facilities with hot and cold running water available;
- be accessible under the requirements of the Americans with Disabilities Act and the State Plan;
- have a physical environment which is safe and sanitary;
- have appropriate and approved anthropometry equipment available; and
- have equipment and/or furniture as needed available to appropriately administer the full range of WIC services.

Code of Federal Regulations (CFR) – United States Code that is a consolidation and codification by subject matter of the general and permanent laws of the United States prepared and published by the Office of the Law Revision Counsel.

Competent Professional Authority (CPA) – an individual on the WIC staff authorized to determine nutritional eligibility for participation, develop a participant's nutrition care plan and prescribe supplemental foods.

Cost Category – a means of identifying costs associated with delivering services.

Current Income – income received by the household during the month prior to application or the previous year's income, which ever is the best indication of current household financial status.

DPHHS - Department of Public Health and Human Services – USDA’s administrative designee for WIC in the state of Montana.

Discrimination – any distinction on one person or a group of persons from others, either intentionally, by neglect, or by the effect of actions or lack of actions based on race, color, national origin, age, sex, or disability.

Dual Certification – simultaneous participation in the WIC program at more than one WIC clinic.

Economic Unit – all persons, related and/or unrelated, living together in the same dwelling, with the exception of foster children and individuals who qualify as a separate economic unit.

Emancipated Minor – a person under the age of 18 who is living without supervision, control and/or economic support from other persons.

If a minor receives any support for which he/she does not pay (such as shelter or meals) she/he is not to be considered a separate economic unit.

If a minor pays all expenses for her/his own support, it is possible the minor may be considered a separate household.

It is entirely possible for two separate economic units to reside under the same roof, although the determination of such is usually not a clear cut process.

Employee – person whose salary is paid in whole or in part by funds provided by the WIC Program.

Encumbrance – a designated amount of money set aside for a specific purpose.

Enhanced Breastfeeding – breastfeeding without the receipt of any formula from the WIC Program.

Entrapment – influencing or coercion on the part of an agent of another person to commit an illegal act that he would not have normally committed in the absence of such influence or coercion.

Exempt Infant Formula – an infant formula which meets the requirements for an exempt infant formula under Sections 412(h) of the Federal Food, Drug and Cosmetic Act (21 USC 350a (h)) and the regulation at 21 CFR parts 106 and 107. These formulas are intended for use by an infant with special medical or dietary needs, including, but not limited to, inborn errors of metabolism or low birthweight.

Fair Hearing – procedure through which an individual may appeal a State or local decision which results in the denial of Program participation, suspension or termination from the WIC Program.

Family – a group of related or non-related individuals who are living together as one economic unit and whose production of income and consumption of goods and services are shared.

Residents of a homeless facility or an institution shall not be considered as members of a single family. Students who are temporarily away at school should be counted as members of the family.

Feeding Relationship – the philosophy of nutrition and feeding developed by Ellyn Satter which is incorporated into nutrition education of Montana WIC.

Fiscal Year – the period of 12 calendar months beginning October 1 of any calendar year and ending September 30 of the following calendar year. This is the period on which WIC funding is received from the USDA and upon which Local WIC Program contracts are based.

Food Instrument – a voucher, check, electronic benefits transfer card (EBT), coupon or other document which is used by a participant to obtain supplemental foods.

Food Packages – groupings of supplemental foods prescribed to participants monthly.

Foster Parents – individuals who are assigned temporary custody of a participant by a recognized state or tribal authority.

General Administration – administrative cost category used for budgeting all costs (direct or indirect) generally considered to be overhead or management costs. General management costs include those costs associated with program monitoring, prevention of fraud, general oversight and food instrument accountability.

Examples include WIC administrative salaries/benefits and other costs necessary to conduct outreach, food instrument reconciliation, monitoring and payment, retailer monitoring, administrative record keeping and to prepare and maintain fiscal and program management reports.

Other examples include general management clerical support, the cost of payroll and personnel systems, accounting and bookkeeping, audits and other financial services and legal services.

Hispanic or Latino – a person of Cuban, Mexican, Puerto Rican, South or Central America, or other Spanish culture or origin regardless of race. The term, “Spanish origin,” can be used in addition to “Hispanic or Latino.”

Homeless Facility – any of the following facilities which may provide meal service:

- a supervised publicly or privately operated shelter (including a welfare hotel or congregate shelter or a shelter for victims of domestic violence);
- a facility which provides a temporary residence for individuals intended to be institutionalized; and
- a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

Homeless Individual – a man, woman, infant or child lacking a fixed and regular nighttime residence, staying in a temporary shelter, temporarily living with others in their residence (not to exceed 365 days) or staying in a place not designed as a regular sleeping accommodation.

Income – the gross cash income before deductions for income taxes, employees' social security taxes, insurance premiums, bonds, etc., including the following:

- monetary compensation for services, including wages, salary, commissions, or fees;
- net benefits;
- dividends or interest on savings or bonds;
- income from estates, trusts or net rental income;
- public assistance or welfare payments;
- unemployment compensation;
- workmen's compensation benefits;
- government civilian employee or military retirement or pensions or veteran's payments;
- private pensions or annuities;
- alimony or child support payments;
- regular contributions from persons not living in the household; and
- net royalties and other cash income including, but not limited to, cash amounts received or withdrawn from any source, including savings, investments, trust accounts and other resources which are readily available to the family.

Ineligible – an individual who does not qualify for WIC at either an initial or a subsequent certification because there is no documented condition of nutritional need, or the person's household income exceeds standards, or the person does not live in the local agency's service area, or the child is five years or older, or the woman does not meet maternal requirements.

Infant – a person under one year of age (up to the date of their first birthday).

Infant Formula – a food which meets the definition of an infant formula in section 201(z) of the Federal Food, Drug and Cosmetic Act (21 USC 321(z)) and that meets the requirements for an infant formula under Section 412 of the Federal Food, Drug and Cosmetic Act (21 USC 350a) and the regulation at 21 CFR parts 106 and 107).

Initial Contact – the first time a person contacts a WIC clinic to request program benefits, whether inquiring in person or by telephone.

Licensed Nutritionist – a Registered Dietitian licensed to practice according to the Dietetics Nutrition Practice Act of the State of Montana and according to the policies and procedures of the Board of Medical Examiners.

Local WIC Program – the organizational body which provides WIC benefits within a defined service area.

Medical Foods – nutritional products which are included in a medical treatment protocol, serve as a therapeutic agent for life and health maintenance, and/or are required to treat an identified medical condition.

Migrant Farmworker – an individual or member of a family whose principal employment is in agriculture on a seasonal basis, who has been so employed within the last 24 months, and who establishes, for the purpose of such employment, a temporary residence.

Native Hawaiian or other Pacific Islander – a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Non-Primary Contract Infant Formula – all infant formulas which are not covered by the infant formula cost containment contract with the Montana WIC Program.

Nutrition Education – individual and group sessions which provide information and educational materials designed to improve health status, and achieve positive changes in dietary and physical activity habits and emphasize relationships between nutrition, physical activity and health, all in keeping with the individual's personal and cultural preferences.

Nutrition education is an administrative cost category used for budgeting all costs directly related to general nutrition education. Examples include salaries/benefits, travel and training costs for WIC staff who plan or conduct nutrition education, costs to develop/procure, print and distribute nutrition education materials, cost of equipment required to conduct nutrition education training, interpreter and translator services to facilitate training and costs associated with evaluating and monitoring nutrition education.

Nutritionist – a person who has satisfactorily completed a baccalaureate, master's or doctoral degree in the field of dietetics, food and nutrition or public health nutrition conferred by an accredited college or university. "Nutritionist" is a protected title in Montana.

Object Class Budget Items – line items such as salaries, fringe benefits, postage, etc.

Out-lying Clinic – a facility apart from the place identified by the contractee as the main clinic site to provide WIC services, located within the same county or reservation and not within a five mile radius of the main clinic.

Outreach – informing potentially eligible persons of the benefits and availability of the WIC Program.

Parent/Legal Guardian – an individual who, through blood or adoption, has legal custody of the participant.

Participants – pregnant, breastfeeding, and postpartum women, infants and children who are certified to receive WIC benefits.

Postpartum Women – women up to six months after termination of pregnancy, including live birth, stillbirth, abortion and miscarriage.

Poverty Income Guidelines – the poverty income guidelines prescribed by the Federal U.S. Department of Health and Human Services (USDHHS) adjusted annually and effective on or before July 1, of each year.

Pregnant Women – women determined to currently have one or more embryos or fetuses in utero.

Primary Contract Infant Formula – all infant formulas (except exempt infant formulas) produced by the manufacturer awarded the infant formula cost containment contract. Montana WIC's current infant formula cost containment contract is with Mead Johnson.

Priority System – criteria applied to persons on waiting lists to ensure those at highest nutrition risk are chosen first to fill vacancies.

Proxy – an individual, designated by the participant/parent/guardian, with the authority to attend nutrition education appointments and to pick up food instruments.

Rebate – the amount remitted to the State WIC Program by the formula manufacturer for the number of cans of primary contract infant formula redeemed on food instruments during the contract period.

Recipient – an individual or parent, guardian or caretaker of an individual who is certified to participate in the WIC Program and to receive WIC services and benefits.

Registered Dietitian – a person who has passed a registration examination and is registered by the Commission on Dietetic Registration. In a WIC Program a registered dietitian is responsible for providing nutrition assessment and education to high-risk participants who are determined at certification or follow-up visits to require more in-depth nutrition intervention.

Residency – location or address where applicant/participant routinely lives or spends the night

Retail Purchase System – a system in which the participant obtains WIC foods through an authorized food retailer, i.e. grocer or pharmacy.

Retailer – local grocer or pharmacy who, through a signed agreement with the State WIC Program, provides WIC foods in exchange for WIC food instruments. Each individual retailer must be contracted separately.

Satellite Clinic – a facility apart from the place identified by the contractee as the main clinic site to provide WIC services, specifically another county or outside reservation boundaries.

A satellite clinic requires a sub-contract be executed between the governing bodies of the main and satellite clinics.

Staffing Ratio – the ratio of WIC staff to number of participants served.

Standard Food Package – a standard set of food specific to a category of WIC participants.

State Plan – a plan of WIC Program operation and administration which describes the manner in which the State WIC Agency intends to implement and operate all aspects of Program administration within its jurisdiction in accordance with USDA regulations.

State WIC Agency – the Montana Department of Public Health and Human Services (DPHHS) in its role as USDA's administrative designee for the WIC Program.

Supplemental Foods – those foods containing nutrients determined by nutritional research to be lacking in the diets of pregnant, breastfeeding and postpartum women, infants and children and foods which promote the health of the population served by the WIC Program as indicated by relevant nutrition science, public health concerns, and cultural eating patterns, as prescribed by the Secretary.

TANF – Temporary Assistance to Needy Families, a program which provides temporary financial assistance to families with children who are deprived of support because of the absence or disability of one or both parents.

USDA – United States Department of Agriculture, the federal agency which funds the WIC Program.

User Procedure Manual – a manual with instructions and procedures to operate the WIC automated systems.

VOC Card – Verification of Certification Card attesting to the eligibility of a participant. These are issued to participants who are transferring from one state to another state.

Waiting List – list of applicants waiting to be accepted in the WIC Program when vacancies occur. A waiting list would be established with prior approval from the State WIC Agency when maximum caseload is reached.

White - a person having origins in any of the original peoples of Europe, Middle East, North Africa.

WIC – a federally funded program established under the Child Nutrition Act of 1966, amended, to provide nutrition education, referrals to health care and other resources and supplemental foods for low-income pregnant, postpartum and breastfeeding women, infants and children up to five years of age.

WIC Director – an individual who is responsible for overseeing the administrative aspects of the WIC Program. Typical responsibilities include fiscal management, program planning, staff supervision and serving as a contract liaison.

WIC ID Packet – a folder used to document participation in WIC. The ID packet provides a place for the participant/guardian's signature, proxy signature and safekeeping of food instruments until they are redeemed and contains an appointment schedule, food instrument cashing procedures and information on the participant's responsibilities and WIC benefits.

Revised 6/05